

2010 CITY OF FALLS CHURCH HOLIDAY CRAFT SHOW

VENDOR APPLICATION & CONTRACT

WHAT: 18th Annual Juried Holiday Craft Show
WHEN: Saturday, December 4, 2010 from 9am – 4pm and
Sunday, December 5, 2010 from 11am – 4pm
WHERE: Falls Church Community Center
223 Little Falls Street
Falls Church, VA 22046

APPLICATION DEADLINE: Friday, June 25, 2010

VENDOR STIPULATIONS:

- All items must be hand-made **by the vendor**. No kits, import items, patterns, wholesale, resale, or flea market items. All baked goods must be made by the vendor and individually pre-wrapped.
- All applications must include a completed application, three printed (not e-mailed) color photographs (with at least one showing booth set up), and list of prices of all items to be sold and a description of how you create your goods. Photos will be returned with acceptance or denial information.
- Vendors must stay both days for the entire hours of the show and may NOT leave the booth unattended during the show hours except for short periods.
- Tables must be covered to the floor, and no boxes or packing items can be visible.
- Vendors must stay in their assigned space. Vendors shall NOT sublet any part of their space or use any aisle space.
- Vendors shall leave their assigned spaces in good order. Vendors shall not mutilate walls or floors.
- Electrical power will be provided to those booths paying the additional fee. Vendors must provide their own electrical cords and lights. A maximum of two 75-watt lights are permitted.
- Vendors are responsible for the licenses and taxes related to their sales.
- Baked good vendors are responsible for meeting U.S. Department of Agriculture guidelines. (804) 786-3520
- Tax identification numbers are required of all vendors. For tax questions, contact the Northern Regional Office, Virginia Department of Taxation at (804) 367-8031.
- Falls Church Recreation & Parks Division reserves the right to limit number of vendors per category, but **exclusivity of items is not guaranteed. Jewelry vendors, especially, are encouraged to apply early and demonstrate how their jewelry is unique (please specify type.) Only a limited amount of jewelry vendors will be accepted in the show.**
- Falls Church Recreation & Park Division will not accept responsibility for any financial commitments and/or obligations undertaken by an individual or organization and will not be responsible for lost, stolen, or damaged items. You must provide your own insurance.
- No refunds or transfers.
- Photographs will be returned with information regarding acceptance or denial. We are also requesting a brief description of how you create your goods and price list for your items. This information can be as short as a few sentences.
- Vendors will be notified of acceptance or denial in the show by Monday, August 30, 2010. If you are accepted into the show, you must send a check or credit card payment by Monday, October 4, 2010. Details for those accepted will be mailed in November.

****Must be received by Friday, June 25, 2010. Do not send payment at this time.**

TO APPLY:

1. Complete the attached form.
2. Enclose: ___ 3+ color photographs of all items to be sold, including one of the booth set-up.
___ Prices of all items to be sold should be listed on the back of photos or on an attached sheet.
___ A brief, written description of how your items are created, to demonstrate which portions of your work are made and which are assembled. This may be done in as little as a few sentences.
___ Two (2) self-addressed stamped envelopes, one large enough for your photos.
3. Mail to: Falls Church Recreation & Parks Division
Holiday Craft Show
223 Little Falls Street
Falls Church, VA 22046-4304
(703) 248-5077 Fax: (703) 536-8150
5. Email to: recreation@fallschurchva.gov

2010 FALLS CHURCH HOLIDAY CRAFT SHOW

ORGANIZATION NAME: _____

CONTACT NAME: _____

COMPLETE MAILING ADDRESS: _____

ZIP: _____

E-MAIL: _____ WEB SITE: _____

TELEPHONE NUMBERS: HOME: (____) _____ WORK: (____) _____

STATE TAX REGISTRATION NUMBER: _____

DETAILED DESCRIPTION OF ALL ITEMS TO BE SOLD*: _____

* These descriptions will be used by the jury to help evaluate your items. Attach description of process used to create items.

BOOTH FEE: _____ \$185 FOR GYM SPACE
_____ \$125 FOR COMMUNITY CENTER ROOM (located upstairs, above gym)

ALL SPACES ARE **(10' X 8')** AND INCLUDE TABLES AND CHAIRS

ELECTRICITY: _____ NO _____ YES, ADDITIONAL \$10 FEE

NUMBER OF TABLES: _____ 6FT. _____ 8FT.

*MAXIMUM OF 3 TABLES WITH A LIMIT OF 1 8FT TABLE
EACH BOOTH WILL BE PROVIDED 2 FOLDING CHAIRS.

CHOOSE SET-UP TIME: _____ FRIDAY, DECEMBER 3; 6 – 9pm
_____ SATURDAY, DECEMBER 4; 6 – 9am

Request same space as 2009 Holiday Craft Show (may not be available) ____ Y ____ N **SPACE#** _____

Please DO NOT send money with this application!

I HAVE READ THE VENDOR STIPULATIONS AND AGREE TO ABIDE BY ALL TERMS. BY SIGNING THIS DOCUMENT, I AM CERTIFYING THAT ALL MY GOODS FOR SALE ARE HANDMADE, BY ME. IF I VIOLATE ANY OF THE VENDOR STIPULATIONS, I MAY BE FORCED TO CLOSE MY BOOTH AND FORFEIT ALL FEES PAID. ONCE I AM ACCEPTED INTO THE SHOW, I WILL SEND A CHECKOR CREDIT CARD PAYMENT FOR THE FULL FEES NO LATER THAN OCTOBER 4, 2010. IF THE FEES ARE NOT RECEIVED BY THIS DATE, I UNDERSTAND I WILL FORFEIT MY SPACE IN THE SHOW.

SIGNATURE _____ DATE _____

Applications can also be found at www.fallschurchva.gov

OFFICE USE ONLY=====

DATE RECEIVED: _____ JURY NUMBER: _____

AMOUNT: \$ _____ BOOTH #: _____

LOCATION: ____ GYM ELECTRICITY: ____ YES TABLES: ____ 6FT. SET UP: ____ FRI

____ CC _____ NO _____ 8FT. _____ SAT